

## CONSULATE GENERAL OF THE UNITED STATES OF AMERICA Hong Kong

November 4, 2015

To: All Vendors

From: Contracting Officer, Procurement & Contracting Office

Subject: System of Award Management (SAM) Registration

- 1. The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. SAM is the official free, government-operated website. This is NO CHARGE to register or maintain an entity registration record in SAM. In SAM, a company/business/organization is referred to as an "Entity".
- 2. Per Federal Acquisition Regulation (FAR) 4.11, prospective contractors shall be registered in the System for Award Management (SAM) prior to the award of a contract or any procurement action at or above a total value of 25,000USD. Registration in SAM is a one-time event and requires vendors to annually confirm accuracy and completeness of registration information to maintain an active status in SAM.
- 3. In order to register in SAM, prospective contractors must obtain:
  - a) A valid Data Universal Numbering System (DUNS) Number
  - b) A North Atlantic Treaty Organization (NATO) Commercial and Government Entity Code (NCAGE). Please note that the name and address information provided to receive the NCAGE code must be the same as the information used for DUNS number.
- 4. We anticipate the possibility of establishing a mutually beneficial long-term business relationship with all vendors and this is a requirement for all contractors to register in the above database to do business with US Government. The Consulate will be unable to consider any vendors for the award of contract or procurement action at or above 25,000USD unless they have a DUNS number, NCAGE code and are registered in SAM.
- 5. Enclosures of guidance and instruction for SAM Registration:
  - a. Enclosure (1): Quick Start Guide for New Foreign Registrations. This is the step by step instructions for obtaining the above Number/Code and steps for registering in SAM.
  - b. Enclosure (2): DUNS, NCAGE CODE, SAM Process Instructions and help desk contact info.
  - c. Enclosure (3): How to enter a new Foreign Registration in SAM.
  - d. Enclosure (4): User Guide for System for Award Management v2.9.1